

RM/GB INCIDENT BUSINESS COMMITTEE CHARTER

MISSION STATEMENT

The Rocky Mountain/Great Basin (RM/GB) Incident Business Committee is established under the Rocky Mountain Coordinating Group (RMCG) and the Great Basin Coordinating Group (GBCG) to develop and coordinate business management policy and procedures within interagency standards. The Incident Business Committee will coordinate with other RM/GB committees. This committee will work independently for each coordinating group.

MEMBERSHIP

The RM/GB Incident Business Committee will be composed of a representative(s) from the following agencies. Each State is allowed one representative. The Federal agencies will be allowed one representative from the Rocky Mountain Area and one from the Great Basin.

US Forest Service-RM	State of Nevada
State of Idaho	Bureau of Indian Affairs
National Park Service	State of Utah
State of Nebraska	Bureau of Land Management-RM
State of South Dakota	State of Wyoming
Bureau of Land Management-GB	US Forest Service-GB
State of Colorado	State of Kansas
Fish and Wildlife Service	

Individual nominations to the committee will be made by the respective agencies and will serve a minimum of three (3) years.

Standing technical specialist will include the following: Contracting Officer, Buying Team Coordinator, Logistics, Operations and Dispatch. Technical specialists may advise, assist and help complete tasks assigned to the committee. Assistance from other technical specialists may be requested on an as needed basis.

PURPOSE

1. Provide advice, counsel, and a coordinated direction on incident business management issues for the Rocky Mountain and/or Great Basin Coordinating Group. Coordinate business practices for wildland fire and emergency responses.

2. Review operational business management practices to address recurring problems.
3. Develop interagency guidelines/procedures for the following issues:
 - A. Review the annual Pay Plan for Emergency Workers and determine need for geographical supplement.
 - B. Annually review procedures and establish rental rates for emergency rental agreements as needed.
 - C. Annually coordinate RM/GB Buying Team operations for interagency application.
 - D. Develop and implement new business management programs.
 - E. Set up task groups as needed to resolve business management issues. The RM/GB Incident Business Committee will provide written objectives and time frames to the task group. A minimum of one business committee member will be assigned to each task group to coordinate the assignment and understand the objectives. Task groups will sunset upon completion of assignments.

OFFICERS ROLES & RESPONSIBILITIES

Based on the order of agencies listed under Membership, a chairperson will be chosen to serve a one-year term. A vice-chair will be the representative from the next agency in line, and will assume the chair position as it becomes vacant. Terms will be based on a calendar year. Interim vacancies will cause the rotation of the chair and vice-chair to move accordingly.

The chairperson's responsibilities include: schedule and conduct committee meetings, develop the agenda, provide a recorder to take and distribute minutes of the meeting, produce annual work plan, identify issues and report accomplishments to the coordinating groups at their semi-annual meetings and /or via conference calls. The chair will be responsible for assuring the minutes of the committee meetings are recorded and mailed to each RMCG and GBCG committee chairpersons. He/she will also sign appropriate documents/correspondence.

The vice-chair will serve in the absence of the chairperson.

MEETINGS

The Incident Business Committee will meet semi-annually or as deemed necessary to identify and accomplish tasks.

ADOPTION POLICY

Each agency representative will be responsible for their agency's review of new policies and/or procedures. Final reports will be presented to the Rocky Mountain and/or Great Basin Coordinating Groups for interagency adoption, distribution, and inclusion into agency manuals.

Chairperson
Rocky Mountain Coordinating Group

Date

Chairperson
Great Basin Coordinating Group

Date

